



Bright from the Start - Georgia Department of Early Care and Learning

2 Martin Luther King Jr. Drive SE, 670 East Tower

Atlanta, GA 30334

Phone: (404)657-5562 www.dec.al.ga.gov

(Cover Sheet)

Date: 3/30/2021

VisitType: EX-Monitoring

Arrival: 4:30PM

Departure: 5:00PM

**EX-42596 EXMT-4337 EX-1 - Government
Ware County Recreation Department/Memorial
Park**

1300 South Georgia Parkway, Waycross GA 31501
Ware County
(912) 287-4491 ladamson@warecounty.com

Mailing Address

Same

Regional Consultant

Jennifer Roeder

Phone: (770) 357-5110

Fax: (770) 357-5111

jennifer.roeder@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
3/30/2021	EX-Monitoring	Prevention	Prevention Level 1 (P1)	Intermediate Level 1 (I1)	Dismissal (D)
			Technical Assistance	Corrective Action Plan	Dismissal
				Office Conference	Disqualification
			Prevention Level 2 (P2)	Intermediate Level 2 (I2)	
			Citation	Fine (Level 1 or 2)	
			Plan of Improvement		
			Prevention Level 3 (P3)	Intermediate Level 3 (I3)	

Staff: Child Ratios

Room Description	Age Groups	Staff Count	Children Count	State Ratio Met	Notes
Computer Room		0	0	Y	
Work Area	, Sixes	1	8	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 1


#Children Count: 8

Comments:

The purpose of this visit was to complete a CAPS monitoring visit with the exempt program. The visit was completed virtually on March 30, 2021 due to the COVID-19 pandemic. The administrative review was completed March 29, 2021.

Resources regarding transportation and written policies were emailed on March 31, 2021.

Corrective Action Plan: No Plan Developed



Please refer the website, <http://www.dec.al.ga.gov/CCS/RulesAndRegulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee

By signing this report I acknowledge that the report was discussed with me and if there are any missing requirements I am responsible for submitting them as outlined to Maximus or the CAPS program.

You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), e-mail the following information to CCSRefutations@dec.al.ga.gov.

1. Facility name, program number and visit date
2. Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
3. Specific standard(s) that you are refuting, along with your concerns or questions regarding the citation
4. Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date of the visit to the facility.
5. Your refutation will be forwarded to the CCS Exemptions Unit manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 770-293-5977.

Any violation which subjects a child to injury or life threatening situation or continued non-compliance may jeopardize participation in the CAPS program for eligible license-exempt program (government-owned facilities and day camps).

Director/Person-in-charge Signature _____

Printed Name _____ Date _____

Specialist Signature _____ Date _____



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(Summary Report)

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The following information is associated with a Exemption Monitoring:

Activities and Equipment

EX-HS-.F Equipment & Toys (CS)

Met

Comment

A variety of equipment and toys were observed throughout the Program.

EX-HS-.Q Swimming Pools & Water-related Activities (CS)

N/A

Comment

Program does not provide swimming activities.

Children's Records

EX-HS-.C

Not Met

Finding

EX-HS-.C(2) requires Program Staff to maintain a file for each child that includes evidence of age-appropriate immunizations or a signed affidavit against such immunizations for each child enrolled in the Program on a form approved by the Department, and to allow no child to continue enrollment in the Program for more than thirty (30) days without such evidence. It was determined based on review of records that no children have immunization records on file.

POI (Plan of Improvement)

The Program will keep immunization records on file for all children in the program.

Correction Deadline: 4/30/2021

Exemptions

EX-HS-.X Exemption Requirements (NCP)

Met

Comment

Observed compliance with the local zoning authorities, fire safety agencies and local building authorities.

Facility

EX-HS-.L Physical Plant (NCP)

Met

Comment

No hazards observed accessible to children on this date.

EX-HS-.M Playgrounds (CS)**Met****Comment**

Playground observed to be clean and in good repair. Specialist did not observe fence completely enclosing playground. Director informed Specialist that when the children are on the playground, cones are added as a barrier where there is no fence.

Health and Hygiene**EX-HS-.U Diapering Areas & Practices (CS)****N/A****Comment**

No diapered children are enrolled.

EX-HS-.H Hygiene (NCP)**Not Evaluated****Comment**

Hand washing was not observed during the visit but proper hand washing rules were discussed. Director informed Specialist that hand washing occurs when children and staff enter the building, before and after snack, during transitions, and after toileting.

EX-HS-.I Medications (CS)**N/A****Comment**

Medication is not dispensed

Policies and Procedures**EX-HS-.J Operational Policies & Procedures (NCP)****Not Met****Finding**

EX-HS-.J(1)(a-i) requires the Program to establish and implement written policies and procedures that describe the Program's operations as follows: (a) the exclusion of children with contagious illness; (b) notification of parents in the event their child becomes ill while at the facility; (c) the notification of all parents of enrolled children when a reportable contagious illness is present in the facility; (d) the prevention of and response to food and allergic reactions; (e) emergency preparedness and response. A written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the program. The program will have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and will include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions. Such plan shall include assurance that no Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals; (f) the handling and appropriate disposal of bodily fluids and storage of hazardous materials (soiled clothing and bedding); (g) recognition and reporting of child abuse and neglect; (h) fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Program shall maintain documentation of the dates and times of these drills for two years; (i) provide to Parents a copy of the Program's written policies and procedures. It was determined based on review of documents that the program did not have written policies regarding the prevention and response to food and allergic reactions, the handling and appropriate disposal of bodily fluids and storage of hazardous materials, and recognition and reporting of child abuse and neglect.

POI (Plan of Improvement)

The Program will add these to their written policies. Specialist emailed examples of these written policies to Director.

Correction Deadline: 4/4/2021

EX-HS-.T Required Reporting (NCP)**Met****Comment**

There were no incidents or injuries that required reporting.

Safety

EX-HS-.S

N/A

Comment

No field trips are offered.

EX-HS-.E Discipline (CS)

Met

Comment

Staff were observed to maintain an age appropriate learning environment on this date. Specialist observed written discipline policy, which included methods such as sensitivity, consistency, firmness, fairness, and follow-through.

EX-HS-.R Transportation (CS)

N/A

Comment

Program does not provide routine transportation.

Sleeping & Resting Equipment

EX-HS-.V Safe Sleeping and Resting Requirements (CS)

N/A

Comment

No infants are enrolled.

Comment

No safe sleep policies are necessary.

Staff Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 2

Staff # 1

Met

Date of Hire: 11/04/2004

Staff # 2

Met

Date of Hire: 05/31/2013

Staff # 3

Not Met

Date of Hire: 01/01/2018

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours

Staff # 4

Not Met

Date of Hire: 08/01/2011

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours

Staff # 5

Met

Date of Hire: 06/18/2020

EX-HS-.D Criminal Records and Comprehensive Background Checks (CS)

Met

Comment

Criminal record checks were observed to be complete.

Comment

Observed evidence of staff training in CPR and first aid during administrative review.

EX-HS-.P Staff Training (NCP)**Not Met****Finding**

EX-HS-.P(4) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on review of documents that two of five staff members did not have record of any training hours from January, 2020 through December, 2020.

POI (Plan of Improvement)

The Program will ensure all staff members obtain ten annual hours of ongoing training.

Correction Deadline: 4/29/2021

Staffing and Supervision

EX-HS-.O Staff:Child Ratios and Supervision (CS)**Met****Comment**

Adequate supervision observed on this date.

Comment

Program observed to maintain appropriate staff: child ratios.